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Subject: Procurement Overview for All New NASA Employees as Part of NEO Process
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Linda,

I talked to Tom Luedtke this morning. He envisions a five-fifteen Minute intro for all new NASA employees to production. First, it would inform the new hire that NASA accomplishes most of its work through contractor support, rather than civil servant effort, and that contractor employees perform pursuant to the terms and conditions of their contracts. Personal direction of contractor employees is not appropriate. Secondly, new employees should be aware that certain contractor data is sensitive, either officially marked as proprietary to the contractor or otherwise business sensitive and that that material should not be disseminated outside of the NASA civil service community without the permission of the contractor. Thirdly, new hires should know that if they have a requirement/need contract support, they should consult their management and contact their center procurement office as early in the process as possible. The bottom line message for new hires is when in doubt regarding a procurement related matter, contact the procurement office. The name and contact information for the relevant procurement officer should be provided to each new hire.

Lynn